

DD/S

57-4161

~~CONFIDENTIAL~~*Pers 2*  
*W*

9 December 1957

**MEMORANDUM FOR:** Chiefs of FE Staffs and Branches  
**SUBJECT:** Headquarters Overtime

1. The overtime record of the FE Headquarters, as reported by the Comptroller, is steadily improving. We can take special pride in the fact that our "per employee" average has dropped during a period in which we cut back our Headquarters T/O strength some 30 positions, a manpower factor normally calculated to increase overtime. Additionally, this new "low" was achieved during our peak vacation period, July through September, which normally would shift a greater share of the workload to the overtime column.

2. I am not unmindful of the fact that this excellent record is due in large measure to a considerable amount of uncompensated overtime on the part of yourselves and your personnel, and I am sincerely appreciative of the esprit it typifies. I hope that 1958 will continue to reflect the same high standards we have set for ourselves in this aspect of our management responsibilities. A careful review of authorizations to perform overtime is a matter of paramount importance due to fund limitations.

Item	Average Hours Per Employee Per Pay Period	
	30 June - 28 September 1957	Agency Headquarters
Overtime (Paid)....	.94	2.42
Compensatory Time..	.02	.11
Annual Leave.....	7.54	7.51
Sick Leave.....	2.57	2.22

  

Period	Average Paid Overtime Per Employee
FY 1953.....	3.14
FY 1954.....	2.67
FY 1955.....	2.29
FY 1956.....	1.79
FY 1957.....	1.03
FY 1958	
30 June 1957 - 28 Sept. 1957	.94

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CHIEF, FAR EAST DIVISION

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